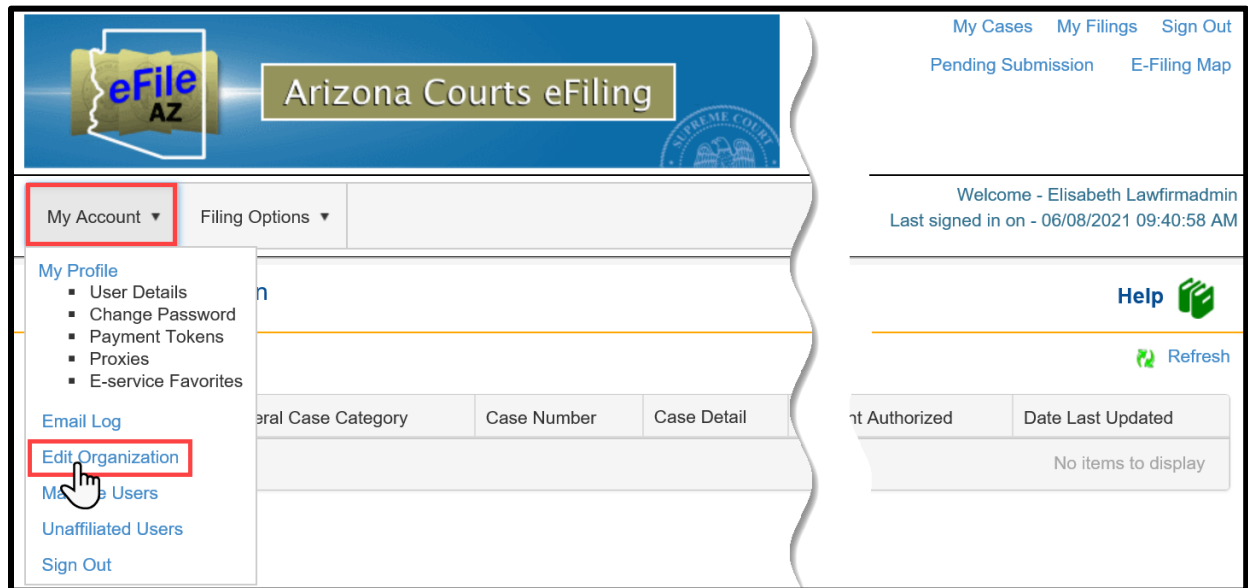
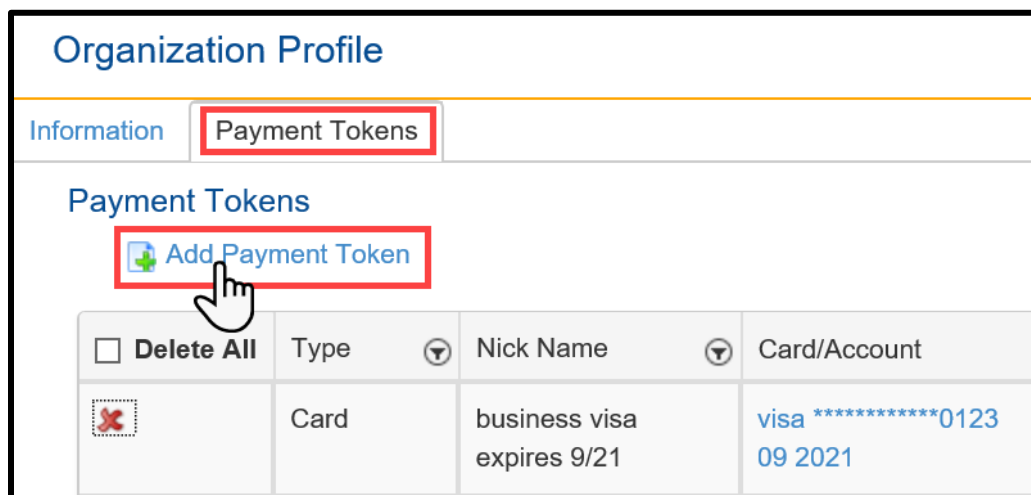


How to Create a Payment Method (Token) for an Organization

1. Firm Administrator logs in to [eFileAZ](#) > Select My Account > Select Edit Organization



2. Select Payment Tokens tab > Select Add Payment Token



3. Enter Payment Information and Billing Information > Select Submit Information

Note: Card/Account Description is the Nick Name for the Payment Token

Register Card

Payment Information

Credit Card
Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 2025

Card Description
Enter Card Description

Billing Information

☐ Billing address is an international address

Organization Name
Enter First Name

OR

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State
Select State

Zip / Postal Code
Enter Zip

Back
Submit Information

4. The newly created token displays within the list of Payment Tokens

Organization Profile

Information
Payment Tokens

Payment Tokens

Add Payment Token


<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account
	Card	business visa expires 9/21	visa *****0123 09 2021
	Card	business visa	visa *****1111 12 2036



5. **Select the Card/Account**, to authorize users within the organization to use the new token

Organization Profile

Information | **Payment Tokens**


Payment Tokens

 Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account
	Card	business visa expires 9/21	visa *****0123 09 2021
	Card	business visa	visa *****1111 12 2036

6. A list of the organization's users displays under the card/account information >
Select the box next to the User(s) to be authorized > **Select Update**

Payment Token -
1131000107151111

Help 

Organization: Elisabeth Law Firm

Token: 1131000107151111

Type: Card

Nick Name: business visa

Users

<input type="checkbox"/> Select All	User
<input checked="" type="checkbox"/>	FirmAttorney, Elisabeth
<input type="checkbox"/>	FirmStaff, Elisabeth
<input checked="" type="checkbox"/>	LawFirmAdmin, Elisabeth

NaN - NaN of 3 items

Update